



Intelligent Education Group

User Manual of Intelligent Management System

Student Introduction

Intelligent Documentation

Registration

Whenever a new student registers, you must key in his/ her data according to the registration form. After you have done it, click “Add Student”. Besides, you can update your students’ information anytime. You just search the student by full name or keyword and click the “pencil” icon. Please select “Update Student” after changing the student’s data.

NOTE 1: You have to input all the details of the new students otherwise you cannot enroll them successfully.

NOTE 2: Chinese characters are forbidden to use in the Intelligent Management System.

NOTE 3: Before you click the "Add Student", you have to upload the student's photo.

Enrolment

Once you have keyed in the information of a new student, you need to come to “Enrolment”. First, search the new student and click the “pencil” icon. Then, select “Teacher” and “Course” before choosing the “Timetable”. You will see a complete timetable with teacher’s name and course fee. Please select the teacher you want by clicking the student’s fee. Moreover, you may click the icon in front of the teacher to check whether the class is full.

After that, you need to choose IMA or IPS materials for the new student. You click “Teaching Materials”, tick the books and teaching aids for the student. Then, choose the “calendar” to select the date that he or she attends the first class. Besides, you have to key in the barcode of the teaching materials. Lastly, click “Enroll” after checking all the data. The process of the enrolment is done now.

NOTE 1 : You should select “All Students” or else you can’t see the new student’s name.

NOTE 2 : The “Course”, “Timetable” and “Teaching Materials” are important for the enrolment. You cannot miss any of them.

NOTE 3 : Please make sure you have created the class or else it will be blank.

There are also some important functions in the “Enrolment”. Please pay attention to these functions.

To update students’ data

All students must sit for the exam after each level. Whenever they pass the exam, they will be given a set of textbooks. Thus, you have to update their teaching materials at the same time. First, input the student’s name or click “pencil” icon to select it. Then, choose the course and click “Teaching Materials”. After you click it, select the book that has been issued to the student. And then, remember to key in the billing date and the barcode. Lastly, click “Update Enrolment” to finish this procedure.

NOTE: The “Recover the old barcode” is only used for the dropped students who return to the course afterwards.

Intelligent Documentation

To drop a student

If a student wants to stop his/ her course, you have to go to “Enrolment”. First, type the student’s name and click “pencil” icon. Then, select the course and click “Drop” in the “Function”. After that, choose the dropped date and write the reason. Finally, click “Drop” to finish this procedure. However, you may change the dropped date and reason by clicking the date in the “Dropped Date”.

NOTE 1: The “Dropped Date” means the last day of the student attending the class.

NOTE 2: Even though a student wants to stop the course temporarily, you also have to drop this student. Otherwise, you will be still charged for the monthly Royalty Fee.

NOTE 3: If the student comes back to continue the course, you have to redo the enrolment.

Certificate

If a student has passed the examination, you have to claim his / her certificate. First, search the student's name by clicking "pencil" icon. Next, select “IMA Certificate” or “IPS Certificate” in the Course Certificate. After that, select the “Grade” and click “Check”. The “Starting Date” and the “Barcode” will be shown automatically. Thus, you just need to select the “Exam Date” and key in his / her “Score”. After you click the “Add Certificate”, this function has been done. If there are any mistakes, you can click the “pencil” in the “Function” to correct it.

NOTE 1: You are not allowed to select the certificate of the same level. There is a list below to let you refer.

NOTE 2: Please make sure the students’ names are correct in the “Registration”, otherwise it will influence the outcome. Besides, the initials of the student’s name should be in capital letter (e.g. Teo Jin Heng).

NOTE 3: The sooner you key in the results, the sooner you will get the certificates.

Attendance

This is a function for you to print out a list of students’ attendance. It can be sorted by the teacher’s name. After you click the “Attendance”, please choose the course and the teacher. Then, select the date and click “Generate”. You can see a list of students’ attendance of the teacher you selected.

NOTE 1: It can be sorted by the teacher's name.

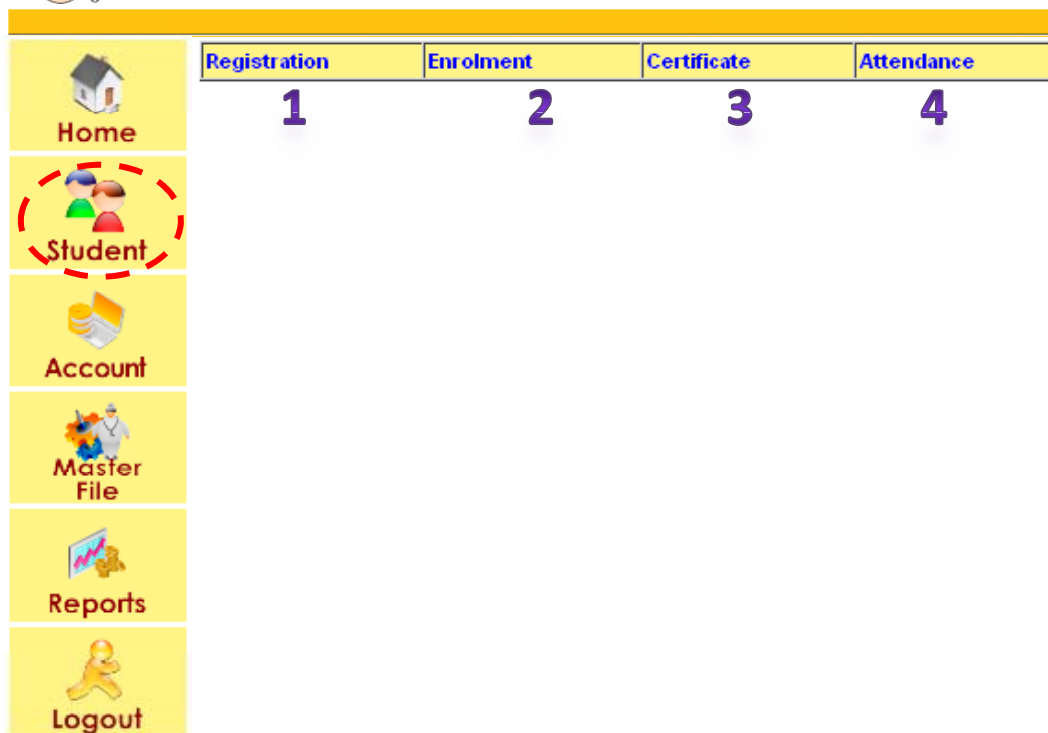
NOTE 2: The date is always the beginning of the month.

NOTE 3: “Rep” in the list of students’ attendance means the replacement class.

NOTE 4: Every teacher has their own copy of students’ attendance. Thus, they can arrange the replacement class for the students who are absent.

Student

Page 1



The best resolution of the program is 1152 x 840.

The Student consists of four functions, which are:

1. Registration (refer p.2 & 3)
2. Enrolment (refer p.4 & 9)
3. Certificate (refer p.10)
4. Attendance (refer p.11)

Registration

Page 2

The screenshot shows the 'Registration' page of the Intelligent Education Management System. The page has a yellow header with the system name in Chinese and English, and the IPS logo. Below the header is a navigation bar with tabs: 'Registration' (selected), 'Enrolment', 'Certificate', and 'Attendance'. On the left is a sidebar with icons for 'Home', 'Student', 'Account', 'Master File', 'Reports', and 'Logout'. The main content area is titled 'Student's Information' and contains a form for entering student details. The form includes fields for Date & Time, Entered By, Student Id, Student Name, Date Of Birth, School Name, School Category, Gender, Address, Country, Parent Name, Tel No, Mobile No, Relationship, and a Picture field with a 'Browse...' button. At the bottom of the form are buttons for 'Add Student', 'Reset', and 'Upload Picture'. A large 'PHOTO' watermark is visible on the right side of the form.

卓越中国珠心算学院管理系统
Intelligent Education Management System IPS

Registration Enrolment Certificate Attendance

Home Student Account Master File Reports Logout

Student's Information New Student

Date & Time 05-01-2012 - 15:44:54

Entered By

Student Id 1294

Student Name

Date Of Birth 05-01-2012

School Name

School Category - Please Select -

Gender Male

Address

Country Malaysia

Parent's Information

Parent Name

Tel No

Mobile No

Relationship Father

Picture Browse...

Add Student Reset Upload Picture

Whenever a new student registers, you must key in his/ her data according to the registration form.

After you have done it, click “Add Student”.

If you want to update a student’s data, please return to this page and click on “pencil” icon, then modify the data and click “Update Student”.

**You have to input all the details of the new students otherwise you cannot enroll them successfully.*

**Chinese characters are forbidden to use in the Intelligent Management System.*

**Before you click the “Add Student”, you have to upload the student’s photo.*

Registration (To update students' information)



STEP 1 Total Current Students (224)

No	ID	English Name	Telephone	Action
1	0006	Apple Lim Yu Yan	5545520	 
2	0062	Lian Jia Qing	5588545 / 012-7073496	 
3	0099	Cheng Jin Er	5545698 / 5213381	 
4	0122	Dhinakaran Nair A/L Nathan	5589750 / 017-7123297	 
5	0141	Kerk Hui Wen	5564403	 
6	0212	Teo Jing Wen	5205015	 
7	0239	Wee Kwong Yong	5205712	 
8	0321	Barry Lee Elle Joo	5588744 / 012-7818993	 
9	0338	Lian Zhi Xin	5588545 / 012-7073496	 
10	0450	Tham Khai Yun	2242323 / 5564442	 
11	0487	Ong Yi Xuan	5562660 / 019-7366225	
12	0476	Omshraj A/L Maran	5211029	
13	0553	Grecia Koh Qi Shan	5543423 / 016-3326694	
14	0571	Aw Yew Lim	5577972 / 019-7706404	
15	0577	Yee Shao Geng	5212218 / 012-7033622	
16	0582	Tan Kai Hui	5547362 / 016-7518298	
17	0593	Ang Jia Min	5216691	
18	0604	Gan Li Hui	5205300 / 019-7549187	

The best resolution of the program is 1152 x 840.

You can update your students' data anytime.

Step 1: Search the student by full name or keyword and click the “pencil” icon.

Step 2: Select “Update Student” after changing the student's data.

**If you want to continue to key in new student's data, please click the “New Student” on the top.*

**You can also check the student statistics list by choosing the “Current Students”, “All Students” & “Dropout Students”.*

Enrolment

Page 4

Student's Information

Student ID : **STEP 1**
 English Name :
 School Name :

Enrolment

Class	Fee	Starting Date	Function
Teacher	— Please Select —	STEP 4	STEP 5
Course	STEP 3	— Please Select —	timetable Teaching Materials
Fee			
Starting Date	17-12-2011	STEP 6	
Material			

STEP 7 Add Enrollment Reset

Dropped Course

Course	Fee	Starting Date	Dropped Date	Teaching Materials
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After adding a new student's detail, please go to "Enrolment" and select the student's name.

Then, you follow the steps below:-

Step 1: Search the new student and click the "pencil" icon.

Step 2: Select "Teacher"

Step 3: Select "IMA Course"

Step 4: Choose "Timetable" (refer p.5)

Step 5: Choose "Teaching Materials" (refer p.6)

Step 6: Click on the "calendar" and select the date that student attends the first class.

Step 7: Click "Add Enrolment"

Enrollment (Timetable)

Page 5

admin.imaedu.com/intel/program/imaNew/masterFiles/courseTimeTable.php?id=\$vid&Course=000001&TeacherId=34 - Google Chrome

admin.imaedu.com/intel/program/imaNew/masterFiles/courseTimeTable.php?id=\$vid&Course=000001&TeacherId=34

Time Table for I M A COURSE

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10:30:00 am						Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120
13:00:00 pm			Yam Yee Fern 120 Yam Yee Fern 80	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 15 Yam Yee Fern 80	
15:00:00 pm			Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 80 Yam Yee Fern 120	Yam Yee Fern 15 Yam Yee Fern 80	Yam Yee Fern 15 Yam Yee Fern 120
17:00:00 pm				Yam Yee Fern 120 Yam Yee Fern 80	Yam Yee Fern 120 Yam Yee Fern 80	Yam Yee Fern 80 Yam Yee Fern 120 Yam Yee Fern 15	
20:00:00 pm			Yam Yee Fern 15 Yam Yee Fern 80	Yam Yee Fern 15 Yam Yee Fern 80	Yam Yee Fern 80 Yam Yee Fern 120 Yam Yee Fern 15		

STEP 1 (Red box around Sat 17:00:00 pm)

STEP 2 (Red box around Sat 15:00:00 pm)

Click on “Timetable”, then choose the class by clicking on the teacher’s name.

Step 1: Click the selected teacher (eg. Yam Yee Fern 120), that means you are going to enroll the teacher’s class and the monthly course fee is RM120.

Step 2: If you want to check whether the class is full, please click , it will show you how many students are in the class.

**Make sure you have chosen the “Teacher” and “Course” before clicking on the “Timetable”.*

Enrollment (Teaching materials)

Page 6



Material List for IMA A COURSE - Recover the old barcode

Teaching Materials	Price	Date	Reference Date	Bar code
<input checked="" type="checkbox"/> IMA Basic Level	40.00	28-10-2010	00-00-0000	17889
<input checked="" type="checkbox"/> IMA Elementary A	40.00	01-09-2011	00-00-0000	16245
<input checked="" type="checkbox"/> IMA Elementary B	40.00	08-02-2012		
<input type="checkbox"/> IMA Intermediate A	40.00	08-02-2012		
<input type="checkbox"/> IMA Intermediate B	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher A	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher B	40.00	08-02-2012		
<input type="checkbox"/> IMA Higher C	40.00	08-02-2012		
<input type="checkbox"/> IMA Advanced A	40.00	08-02-2012		
<input type="checkbox"/> IMA Advanced B	40.00	08-02-2012		
<input type="checkbox"/> IMA Grand Level	40.00	08-02-2012		
<input checked="" type="checkbox"/> IMA Stop Watch	50.00	28-10-2010	00-00-0000	22074
<input checked="" type="checkbox"/> IMA Abacus	25.00	28-10-2010	00-00-0000	9197
<input checked="" type="checkbox"/> IMA Bag	25.00	28-10-2010	00-00-0000	39045
<input checked="" type="checkbox"/> Registration Fee	30.00	28-10-2010	00-00-0000	Hue Wu Har
<input checked="" type="checkbox"/> Creative Thinking - Level 1	25.00	01-09-2011	00-00-0000	3299
<input type="checkbox"/> Creative Thinking - Level 2	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 3	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 4	25.00	08-02-2012		
<input type="checkbox"/> Creative Thinking - Level 5	25.00	08-02-2012		
<input checked="" type="checkbox"/> Photostat Exercise Book A	40.00	28-10-2010	00-00-0000	1307
<input type="checkbox"/> Photostat Exercise Book B	55.00	08-02-2012		

STEP 5 OK Reset

Now, you have to choose materials for the new student. Click “Teaching Materials”, select the materials and key in the correct starting date.

Please follow the steps below:-

Step 1: Tick the books and teaching aids

Step 2: Click on the “calendar” to select the starting date

Step 3: This function is only used for dropped students (refer p.9)

Step 4: Key in the barcode of the teaching materials

Step 5: Confirm all the data and click “OK”

Enrollment

Page 7

Student Information [Print Time Table](#)

Student ID : 0014
English Name : Shanice Lai Yue Tzen
School Name : -

Enrollment

Class	Fee	Start Date	Function
IMA Course	120	09-08-2010	Drop

Class: IMA Course Time Table Materials

Fee: 120

Start Date: 09-08-2010

Teacher: Ngai Chai Yeo

Material: IMA BASIC (40.00) - 16578
IMA Abacus (25.00) - 6943
IMA Bag (25.00) - 3842

Enroll **Reset**

Drop Course

Class	Fee	Start Date	Drop Date	Materials
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After

Student Information [Print Time Table](#)

Student ID : 0014
English Name : Shanice Lai Yue Tzen
School Name : -

Enrollment

Class	Fee	Start Date	Function
IMA Course (Ngai Chai Yeo)	120	09-08-2010	Drop

Class: ----- Please Select ----- Time Table Materials

Fee:

Start Date: 23-03-2011

Teacher:

Material:

Enroll **Reset**

Drop Course

Class	Fee	Start Date	Drop Date	Materials
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Before

Once you have finished the said steps, the enrollment procedure is complete.

Click “Enroll” button after checking all the data carefully.

**You should select “All Students” or else you can’t see the new student’s name.*

**The “Course”, “Timetable” and “Teaching Materials” are important for the enrolment. You cannot miss any of them.*

**Please make sure you have created the class or else it will be blank.*

Enrollment (To update students' data)

Page 8

The screenshot shows the 'Enrollment' tab of the system. The interface includes a 'Student's Information' section, an 'Enrolment' section with a table, and a 'Materials' list on the right. Annotations include:

- STEP 1:** A red box around the 'Student's Information' section, which contains fields for Student ID (1291), English Name (Lee En Qi), and School Name (Omega Jaya).
- STEP 2:** A red box around the 'Enrolment' table, which has columns for Class, Fee, Starting Date, and Function. The first row shows 'IMA A COURSE' with a fee of 150 and a starting date of 14-12-2011.
- STEP 3:** A red box around the 'Materials' list on the right, which includes items like 'IMA Basic', 'IMA Elementary A', etc., with checkboxes and prices.
- STEP 4:** A red box around the 'Update Enrollment' button at the bottom left.

Below the 'Update Enrollment' button is a 'Dropped Course' table with columns for Course, Fee, Starting Date, Dropped Date, and Teaching Materials.

Tips:
After clicking the "Materials", a window will pop up, you will see the image shown as left.

Next, you just choose the books that the student takes, remember to key in the billing date and Barcode.

After that just click "OK", then go back to step 4.

All students must sit for an exam after each level. Whenever they pass the exam, they will be given a set of textbooks.

Now, you follow the steps below to update their teaching materials:

Step 1: Input the student's name or click "pencil" icon to select it

Step 2: Choose the existing course

Step 3: Click "Teaching Materials"

Step 4: Click "Update Enrolment" to finish

**The "Recover the old barcode" is only used for the dropped students who return to the course afterwards.*

Enrollment (Drop a student)

Page 9

Student's Information [Print Time Table](#)

Student ID	:	1291	STEP 1
English Name	:	Lee En Qi	
School Name	:	Omega Jaya	

Enrolment


Class	Fee	Starting Date	Function
IM A COURSE (Liou Tsuey Lian)	150	14-12-2011	Drop

STEP 2

Enrolment


Class	Fee	Starting Date	Function
IM A COURSE (Liou Tsuey Lian)	150	14-12-2011	Drop

Course: IM A COURSE - Liou Tsuey Lian

Dropped Date: 00-00-0000  **STEP 3**

Reason:

*** The dropped date is the last date of student attend class.

STEP 4 

Dropped Course

Course	Fee	Starting Date	Dropped Date	Teaching Materials
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If a student wants to stop his/ her course, you have to go to “Enrolment”. Follow the steps below:

Step 1: Type the student’s name and click “pencil”

Step 2: Click “Drop” in the “Function”

Step 3: Choose the dropped date & write the reason

Step 4: Click “Drop” to finish this procedure

**The “Dropped Date” means the last date of student attending the class.*

**You may change the dropped date and reason by clicking on the date in the “Dropped Date”.*

**Even if a student stops the course temporarily, you also have to drop him/her. Otherwise, you will be still charged for the monthly Royalty Fee.*

**If the student comes back to continue the course, you have to redo the enrolment.*

Certificate (To claim certificate)

Student Information

Student ID : 1238
English Name : Goo Cai Xuan
School Name : 道文华小

STEP 1

Course Certificate : --- Please Select --- **STEP 2**
Grade : 9 **STEP 3** Check
Start Date : 12-08-2011
Exam Date : 05-01-2012 **STEP 4**
Barcode : 16129, 3143
Score **STEP 5** : 98
STEP 6 Add Certificate Reset

Start Date	Exam Date	Barcode	Grade	Score	Function
24-02-2011	12-08-2011	14505	10	95	

Student Information

Student ID : 1238
English Name : Goo Cai Xuan
School Name : 道文华小

Course Certificate : --- Please Select ---
Grade : 9 Check
Start Date : 12-08-2011
Exam Date : 05-01-2012
Barcode : 16129, 3143
Score :
Add Certificate Reset

Tips:
If data key in wrong, you can click the icon to modify it, click "Update Certificate" to save the action.

If a student has passed the examination, you have to claim his/her certificate through the steps below.

Step 1: Type the student's name & click "pencil"

Step 2: Select the "Course Certificate"

Step 3: Select the "Grade" and click "Check" button. The "Starting Date" and the "Barcode" will be shown automatically.

Step 4: Select the "Exam Date"

Step 5: Key in his / her "Score"

Step 6: Click the "Add Certificate"

**You are not allowed to select the certificate of the same level.*

**The students' names should be correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name must be in capital letter (e.g. Teo Jin Heng).*

**The sooner you key in the results, the sooner you will get the certificates.*

Attendance

卓越中国珠心算学院管理系统
Intelligent Education Management System IPMS

Registration Enrolment Certificate **Attendance**

Attendant List

Subject:

Teacher:

Date:

STEP 1 - 3

STEP 4 →

INTELLIGENT MENTAL-ARITHMETIC
IM A COURSE (12 / 2011)

No	Teacher	Student	REC	Fee	1	2	3	4	5	Rep.	Rep.	Rep.	Rep.
1	Liou Tsuey Lian	Benjamin Tan Min Zhe		80.00									
2	Liou Tsuey Lian	Ho Jin Yang		80.00									
3	Liou Tsuey Lian	Hoo Yen Yi		80.00									
4	Liou Tsuey Lian	Ko Le		80.00									
5	Liou Tsuey Lian	Lee Sheau Wen		80.00									
6	Liou Tsuey Lian	Lua Jia Yi		80.00									
7	Liou Tsuey Lian	Neo Wei Hao		80.00									
8	Liou Tsuey Lian	Sew Yi Xian		80.00									
9	Liou Tsuey Lian	Soo Yi Tao		80.00									
10	Liou Tsuey Lian	Tan Kai Hwei		80.00									
11	Liou Tsuey Lian	Tan Kai Xi		80.00									
12	Liou Tsuey Lian	Wong Choon Khang		80.00									
13	Liou Tsuey Lian	Ang Jia Min		120.00									
14	Liou Tsuey Lian	Au Man Choon		120.00									
15	Liou Tsuey Lian	Chan Guan Wu		120.00									
16	Liou Tsuey Lian	Chin Heng Li		120.00									
17	Liou Tsuey Lian	Chng Kar Yong		120.00									
18	Liou Tsuey Lian	Daniel Mok Ming Cheng		120.00									
19	Liou Tsuey Lian	Darren Leong Yik		120.00									
20	Liou Tsuey Lian	Emily Ooi Zhi Jun		120.00									
21	Liou Tsuey Lian	Oan Jun I long		120.00									
22	Liou Tsuey Lian	Goh Tong Wei		120.00									
23	Liou Tsuey Lian	Goo Cai Xuan		120.00									
24	Liou Tsuey Lian	Hue Zhong Han		120.00									

This is a function for you to print out a list of students' attendance. Please follow the steps below:-

Step 1: Choose the course

Step 2: Select the teacher

Step 3: Select the date

Step 4: Click "Generate" to finish this procedure.

**It can be sorted by the teacher's name.*

**The date is always the beginning of the month.*

**"Rep" in the list of students' attendance means the replacement class.*

**Every teacher has their own copy of students' attendance. Thus, they can arrange the replacement class for the students who are absent.*